

TITLE, SERIES, GRADE: Human Resources Assistant (ER) (Trainee), GS-299-05/06/07

SALARY RANGE: GS-05: \$30,386 - \$39,501 per annum

GS-06: \$33,872 - \$44,032 per annum

GS-07: \$37,640 - \$48,933 per annum

PROMOTION POTENTIAL (IF ANY) TO: GS-08

VACANCY ANNOUNCEMENT NUMBER: 07-CRM-JC-060

AREA OF CONSIDERATION: All US Citizens - Open to students in the local commuting area

OPENING DATE: 07/27/07

CLOSING DATE: until filled

DUTY LOCATION(S): Department of Justice, Criminal Division, Human Resources Management Unit, Employee Relations Branch, Washington, DC

NUMBER OF VACANCIES: 1 Position

This position is being filled under the Student Career Experience Program (SCEP)

What is the Student Educational Employment Program (SCEP) - it is a program that provides Federal employment opportunities to students who are enrolled or accepted for enrollment as degree seeking students taking at least a half-time academic, technical, or vocational course load in an accredited high school, technical, vocational, 2 or 4 year college or university, graduate or professional school. Students in the SCEP may be noncompetitively converted to term, career or career-conditional appointments following completion of their academic and work experience requirements.

WORK SCHEDULE: Temporary Full-Time or Part-Time (25 hours or more each week)

TIME LIMIT: Temporary, not to exceed 12 months with the possibility of yearly extensions based on program needs and requirements.

THE CUT-OFF FOR THIS POSITION WILL BE THE END OF EACH MONTH UNTIL THE POSITION IS FILLED

As you explore your future job options, we invite you to consider the rewarding and challenging career opportunity of serving as a Human Resources Assistant for the Criminal Division. The Criminal Division has responsibility for a wide variety of challenging work that touches on every area of criminal law. Indeed, as the second largest Legal Division in the Department of Justice, the subject matter of the Division's litigation and policy mission is as broad and diverse as today's headline news, from fraud to computer crimes, and more. For more information regarding the work of the Criminal Division, please visit our website at: www.usdoj.gov/criminal.

The U.S. Department of Justice, Criminal Division Human Resources Management Unit strives to provide excellence in support services to assist Sections and Offices within the Criminal Division with all personnel related issues. The Unit focuses on the needs of its customers and is committed to finding effective day-to-day and long-term solutions by combining human resources and programmatic expertise to address customers' needs.

We encourage you to learn more about joining our fast-paced work environment and become part of a dynamic team responsible for all facets of HR Employee Relations work.

JOB SUMMARY

- Handles the administrative support responsibilities for the Employee Relations Program such as logging cases, creating files, reviewing files for retention/destruction, compiling information to respond to quarterly reporting requirements and other Department-level requests
- Provides information on the basic features of employee benefits programs, and assists employees in completing necessary forms to start, change or cancel enrollment.
- Provides administrative support for the awards program, such as assigning control numbers to awards or reviewing award submissions for completeness.
- Provides the support for the Office of Workers Compensation Program (OWCP) such as maintaining and updating case files with new information or follow-ups. Updates computer files with new case information and generates reports.
- Performs other duties as assigned.

NOTE: For eligible surplus/displaced employees, well qualified means an applicant must meet all minimum qualification requirements and score at the midrange level points against the ranking factors stated in the vacancy announcement.

QUALIFICATIONS: Applicants must possess one year of specialized experience equivalent to the next lower grade in the Federal service.

SPECIALIZED EXPERIENCE is experience which is typically related to the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

AT THE GS-5 LEVEL:

One (1) or more years of related experience (equivalent to the GS-4 level in the federal service). Specialized experience is experience that demonstrates the knowledge of office methods and procedures as well as limited knowledge of an organization's programs to provide administrative assistance.

AT THE GS-6 LEVEL:

One (1) or more years of related experience (equivalent to the GS-5 level in the federal service). Specialized experience is experience that demonstrates the knowledge to successfully perform technical and administrative support functions in an office. In addition, this experience must

demonstrate a limited knowledge of human resources management programs.

AT THE GS-7 LEVEL:

One (1) or more years of related experience (equivalent to the GS-6 level in the federal service). Specialized experience is experience that demonstrates the knowledge to independently perform a full range of technical and administrative support functions in an office. In addition, this experience must demonstrate a comprehensive knowledge of the rules, regulations, and guidelines to provide human resource assistant to a human resources management program.

EDUCATION SUBSTITUTION: As outlined in the Office of Personnel Management's Qualifications Handbook education may be substituted for specialized experience.

At the GS-05 Level: Four-year course of study above high school leading to a bachelor's degree.

QUALITY RANKING FACTORS: Applicants are encouraged to provide a separate narrative addressing each quality ranking factor.

- 1) Ability to perform a full range of support assignments.
- 2) Skill in the use of office automation to extract, revise, or sort information from files, records or databases.
- 3) Ability to research problems and recommend solutions.
- 4) Ability to communicate orally.

EVALUATION METHODS: Applicants will be evaluated according to the extent and quality of experience, education and training, type of official recognition received and supervisory appraisal of performance.

MEETING SCEP REQUIREMENTS:

- Applicants must be at least 16 years of age at the time of appointment.
- Currently enrolled on at least a half-time basis in an accredited high school, technical or vocational school or be enrolled in a 2 or 4 year college or university, undergraduate; be enrolled in academic, vocational, or technical program leading to a degree diploma or certificate.
- Have a cumulative GPA of 2.5 or better on a 4.0 scale.
- Provide proof of enrollment and GPA in addition to submitting a resume. If you do not provide your most recent transcript to verify GPA and proof of enrollment, you will not receive consideration for this position.

HOW TO APPLY:

- Applicants must submit a resume, OR the Optional Application for Federal Employment (OF-612) OR any other written format chosen, including the SF-171.
- Applicants must submit their most recent transcript to verify GPA and proof of enrollment. If you do not provide your most recent transcript to verify GPA and proof of enrollment, you will not receive consideration for this position.

- Applicants must also submit a separate statement address the Quality Ranking Factors listed above.
- Current Federally employed applicants must also submit a copy of your latest Notification of Personnel Action (SF-50), and a copy of a performance appraisal issued within the last 12 months.
- Displaced and surplus federal employees must submit a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your agency or OPM which reflects that you will be separated or have been separated from your position.

If a resume is submitted it must contain the following information. If pertinent information is omitted from the resume, it will result in non-consideration for this position.

- **JOB INFORMATION**--Announcement number, title and grade(s) of the job for which you are applying;
- **PERSONAL INFORMATION**--Full name, mailing address (with ZIP code), day and evening phone numbers (with area code), social security number, country of citizenship (Most Federal jobs require United States citizenship), veterans' preference, reinstatement eligibility (if requested, attach SF-50 proof of your career or career-conditional status, highest Federal civilian grade held (also give job series and dates held));
- **EDUCATION**--High school, name, city, and state (ZIP Code), date of diploma or GED, colleges and universities, name city and state (ZIP Code), majors. Type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours). Send a copy of your college transcripts only if the job vacancy announcement requests it.
- **WORK EXPERIENCE**--give the following information for your paid and nonpaid work experience related to the job for which you are applying. (do not send job descriptions): job title (include series and grade if Federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor.
- **OTHER QUALIFICATIONS**--Job-related training courses (title and year). Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed. Job-related certificates and licenses (current only). Job-related honors, awards, and specialized accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards (Give dates but do not send documents unless requested).

Applications and supplemental documentation can be e-mailed to:
CRIMINAL.CRMJOBS@USDOJ.GOV or faxed to 202-353-0775.

-Although we are requesting that applications be sent via e-mail and/or fax, we are also accepting applications mailed through the postal service.

NOTE:

- Relocation expenses are not authorized.
- Applications that are e-mailed and/or faxed must be received by midnight of the closing date.
- Applications mailed through the postal service must be received by the closing date of this announcement.
- Applications received in government franked envelopes will result in non-consideration for this position. This also includes those submitted through the internal mail.
- If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.
- This is an excepted appointment.
- If transcripts are not submitted, it will result in non-consideration for this position.
- All qualifications for this position must be met by the closing date of the announcement.
- Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. This position is subject to a drug test by urinalysis.
- Failure to submit the requested information may result in a lower rating in the evaluation process.
- Qualified applications will receive consideration without regard to race, color, national origin, religion, sex, age, marital status, disability, sexual orientation, or any other non-merit factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on request for reasonable accommodation will be made on a case-by-case basis.

POINT OF CONTACT: Jill Colburn

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